



# Mishawaka Communicator



*Working together to build the "Best Hometown in America" by delivering exceptional services, promoting safe and clean neighborhoods, elevating the quality of life, and inspiring pride in our community.*

Dave Wood, Mayor

[www.mishawaka.in.gov](http://www.mishawaka.in.gov)

February 2016

## A Letter from Mayor Dave Wood



Do you set up a budget for your household? Is it for a month, three months, or a year? Sometimes it is challenging to stick to a budget, especially if your income decreases or you didn't just win the lottery. What happens if you have an emergency? Do you have enough in savings or are you able to do without one expense to pay for an unexpected one?

At the City, I have to follow the laws of the State of Indiana which dictate everything from deadlines to the amount of new money we are able to raise in property taxes. Budget preparation starts in June for the coming year. The State wants to know our revenue and expenditures for the second six months of the current year and the entire next year. That makes it an eighteen month budget!

Our first task in the budget building process is to estimate revenue. We estimate what we expect to receive for the rest of the year and look back over the previous five years for trends. There is always a limit on how much new money we can raise from property taxes. The State sets the rate which is based on the growth in nonfarm income. Some examples of revenues we receive are: income tax, property tax, fees for services, and motor vehicle highway taxes. Once revenue is estimated we look at what new expenses or increases in current costs we expect to incur. I ask our department managers to provide me with any changes to their current budgets (about 30 total) and a five-year capital plan, if applicable. Cash on hand is analyzed along with the estimates in revenue to balance how much and where our money may be spent. The City utilizes fund accounting where revenue coming in for a particular fund may only be used for expenditures in that fund. Examples of funds are General, Park, Motor Vehicle Highway, Public Safety Local Option Income Tax and County Economic Development Income Tax.

Once the preliminary budget is put together, the Common Council meets with all department managers and together they review every budget line by line. Our department managers know that they have to continue to provide the world-class service that our citizens expect while having little-to-no increases in funding. Our City leaders take the budget process very seriously.

The budget has a first reading by the Council in August. The County advertises an online link to the State's "Gateway" website so anyone interested may review the budget. There is also an

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### UPCOMING EVENTS!

|        |  |
|--------|--|
| Feb 10 | Frozen Sisters Meet & Greet 2pm<br>(Merrifield Ice Rink) |
| Feb 10 | We Heart Paws Dog Event 6pm<br>(Castle Manor)            |
| Feb 12 | Grandparent & Me Valentine's Party 1pm<br>(Castle Manor) |
| Feb 26 | Daddy Daughter Dance - 7-9pm<br>(Riverside Terrace)      |
| Mar 20 | Easter Egg Hunt<br>(George Wilson)                       |
| Apr 9  | Trash Bash 10am<br>(Merrifield & Crawford Parks)         |

### Volunteer Income Tax Assistance

Beginning January 23rd, IRS-certified VITA tax preparers will prepare and e-file your taxes for FREE!

CALL 2-1-1 to schedule your appointment or schedule online at:

[www.uwsjc.org](http://www.uwsjc.org)

### ONLINE ACCESS



<http://mishawaka.in.gov>



<http://facebook.com/cityofmishawaka>



<http://mishawaka.in.gov/communicator>



<http://mishawaka.in.gov/parksandrecreation>

Remember, the current issue of the Mishawaka Communicator is always available as of the 1st of every month at  
<http://mishawaka.in.gov/communicator>

## Reducing Your Risk Of A Heart Attack

*Health Information from Saint Joseph Regional Medical Center*

The heart is the human body's hardest working organ. To perform the strenuous task of continually pumping blood to all parts of your body, the heart muscle itself needs a plentiful supply of oxygen-rich blood, provided through a network of coronary arteries. These arteries carry oxygen-rich blood to the heart's muscular walls (the myocardium).

A heart attack (myocardial infarction) occurs when blood flow to the heart muscle is blocked, and tissue death occurs from loss of oxygen, severely damaging a portion of the heart.

Having a close relationship with your primary care provider (PCP) — family doctor, physician assistant or a nurse practitioner — can help you identify warning signs early through checkups and screenings. Your PCP can also recommend and help you follow through with lifestyle changes such as the following:

- Stopping smoking.
- Getting aerobic exercise (such as walking, biking or swimming) for at least 30 minutes five days per week. If you have any heart risk factors, you should get an

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## A Letter from Mayor Dave Wood *(continued)*

opportunity for the public to speak on the budget at the public hearing which is typically in early October. The final adoption of the budget is in late October as the State requires it to be adopted by November 1st.

Once we've adopted our budget it goes with all entities in our County for full review by the Department of Local Government Finance. The DLGF reviews our numbers and will send their approval sometime during the budget year. While we operate with our adopted budget sometimes adjustments are required based on the State's final estimates. Also, sometimes it is necessary to adjust our budgets based on the changing needs/circumstances during the year.

Adjustments to the budget are accomplished with Additional Appropriations or Transfers. An Additional Appropriation is moving funds from the cash reserves and adding to the current budget. Additional require Council review and approval along with being advertised twice in local newspapers. A Transfer is when one account line is reduced and another is increased. This transaction also requires Council review and approval, though is not advertised. Anyone may speak for or against these actions at the Council meetings during their second reading.

Building our budget is more an art than a science, as Mayor Beutter used to say. Just like at home, there are always unforeseen circumstances that make it challenging (at best). Things that can wreak havoc on our budget include, but are not limited to, reduced assessed valuation of property that fluctuates on an annual basis, the State mandated property tax caps that will affect the city budget in 2019 resulting in about an \$8 million impact on our budget, and cost volatility of vital supplies such as asphalt, road salt, gasoline, etc. Then, there are always unpredicted events such as natural disasters, or infrastructure failures that we must respond to no matter the cost. I'm sure you remember the Polar Vortex and the severe winter of three years ago. That winter saw a massive increase in our overtime budget, vehicle maintenance budget and fuel and supplies budget. We almost ran out of road salt. It was nearly impossible to get and when we did manage to find it, the price had spiked. We had spent through most of our relevant budget line items by March and it impacted the way we operated the rest of the year. In fact, we had to scale back Summerfest due to winter snow conditions placing such a strain on our budget.

Mishawaka is known for good stewardship of the City's tax dollars. We are fortunate to have had a legacy of outstanding leadership in financial management for decades. City Controller Becky Miller and her staff provide award-winning financial management not to mention great public service for our citizens. They deserve our thanks and gratitude for a job well done.

So that is the budget process in a nutshell. The State's Gateway site may be accessed at [gateway.ifonline.org](http://gateway.ifonline.org). There is a wealth of information available on all things financial. Click on "Report Builder" at the top of the page.

Our budgets, Annual Financial Reports, and the Comprehensive Financial Annual Reports may be found on the City's website at [mishawaka.in.gov](http://mishawaka.in.gov).

The **Wastewater Division** was distinguished at the 75th annual conference of the Indiana Water Environment Association (IWEA) held in Indianapolis in November 2015. The Division's laboratory received an IWEA Laboratory Excellence Award for the 14th consecutive year. Mishawaka's wastewater laboratory analyzes approximately 20,000 samples annually. Lab test results are used to verify compliance with state and federal discharge limits and to monitor treatment processes. The laboratory is staffed by Jill Norton, Larry Pozgay, Tom Florkowski, and Lindsay Grossmann.

The IWEA Laboratory Excellence Award recognizes those laboratories that demonstrate a high level of commitment to good laboratory practice and accurate data reporting. In order to be considered for the Laboratory Excellence Award, an on-site audit is conducted by members of the IWEA Laboratory Committee. During the audit, inspectors examine laboratory records and equipment. An inspection form developed by the committee is used to rate laboratory conformance to established good laboratory practices. Awards are presented each year at the IWEA Annual Conference to those laboratories that met or exceeded the criteria.

Chief Chemist Jill Norton completed her term as President of the Indiana Water Environment Association for 2015. IWEA is dedicated to preserving and protecting Indiana's water environment. IWEA is one of 75 affiliated member organizations of the national Water Environment Federation (WEF) that represents water quality professionals around the world. Member associations work with WEF to achieve the mission to provide bold leadership, champion innovation, connect water professionals, and leverage knowledge to support clean and safe water worldwide. Jill has served on the IWEA Board of Directors for the past four years and will continue to stay on the Board for the next year in the role of Past President.

If you have any questions or comments, please email Becky Miller at [controller@mishawaka.in.gov](mailto:controller@mishawaka.in.gov).



### Reducing Your Risk Of A Heart Attack *(cont.)*

OK from your healthcare provider that you're healthy enough to begin an exercise program.

- Reducing stress and learning stress-reduction techniques such as deep breathing, meditation and stretching.
- Eating a diet low in saturated fat and rich in fruits, vegetables and whole grains.
- Losing weight or maintaining a proper weight.

If you have high cholesterol, diabetes or high blood pressure, you may need medications in addition to lifestyle changes. If you don't have heart disease yet or have not had a heart attack despite these risk factors, aggressive control can help prevent a heart attack. And, if you already have heart disease, aggressive control of these risk factors can prevent further heart attacks or other problems related to heart disease.